



United States Department of the Interior

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EMS TRANSMISSION; 05/31/01

Instruction Memorandum No. **CA-2001-042**

Expires 09/30/02

To: All Employees

From: Deputy State Director, Support Services

Subject: Processing of Contracts and Agreements for the Remainder of FY 2001

DD: 07/01/01

Instruction Memorandum No. BCIM 2001-028 established deadline dates for the submission of purchase requirements for action by the National Business Center Procurement Teams.

The purpose of this memorandum is to establish a deadline date for submission of contract and agreement requirements for action by the State Office Procurement Team.

The last date to submit contracts and/or agreements in FY2001 is **July 1, 2001**. This is the same cutoff date that has been used for the last several years and should be familiar to all resource/technical personnel and managers.

Packages will continue to be accepted after the July 1, 2001 deadline, and will be processed in as timely a fashion as possible. However, because of anticipated unusually heavy workload for the CASO Procurement/Contracting Team, any requirement submitted after the deadline has a high likelihood of not being awarded in FY 2001.

All questions regarding this IM may be addressed to Dave Peebles, State Procurement Analyst @ (916) 978-4525.

Signed by:

Karen Barnette

DSD, Support Services

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Records Management